



**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP or Choice)
NEW SCHOOL REGISTRATION CHECKLIST
2024-25 SCHOOL YEAR**

Please complete the following checklist as you complete the registration requirements for the PSCP. The forms noted in items 2-5 must be completed accurately and received by the Department of Public Instruction (DPI) no later than August 1, 2023, in order for a new private school to participate in the PSCP during the 2023-24 school year.

1. New School Registration Cover Letter:

_____ The school's Choice administrator has read, in its entirety, the new school registration cover letter and understands the requirements that must be met by August 1, 2023 and December 15, 2023.

2. Notice of New School's Intent to Participate (ITP):

_____ The school's Choice administrator has electronically completed all required information on the ITP and electronically submitted it to the DPI.

_____ The Choice administrator has included the school's street address. If the school does not yet have a location insert TBD for the school address.

_____ The "Agreement/Signatures Section" has been electronically completed/signed by the Choice administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the Choice program.

_____ The Choice administrator has printed or electronically saved a copy of the completed form for his/her records.

3. Disclosure of Information Form & Policies:

_____ The Disclosure of Information form is completed and signed by the Choice administrator and all members of the school's governing board and submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov.

_____ The Disclosure of Information template, updated with the school's information, and all required attachments have been submitted to DPI at PrivateSchoolChoice@dpi.wi.gov. This information must be provided to all pupils or parents who apply to the school.

4. Auditor Fee and Form:

The school has submitted the \$275 auditor fee payment by one of the following methods:

- a. Paid online via the Online Auditor Fee Form, OR
- b. Mailed the paper Auditor Fee form with a cashier's check (mailing address on form).

The links to the Online Payment Form or the paper Auditor Fee Form are on the ["New Private School" Registration Information webpage](#). **DPI strongly encourages that schools use Online Payment Form.** If the school pays online, do not mail the paper form to the DPI.

Note: If it is later determined that the 2024-25 auditor fee is more than \$275, the adjustment payment will be due to the DPI no later than January 10, 2024.

5. Fiscal Management Training (Complete by July 12*):

Watch each of the Fiscal Management training modules on the ["New Private School" Registration Information webpage](#). The Fiscal Management training modules will explain how to complete the 2024-25 Budget and Cash Flow Report ("Budget") for the sample school (Holy Love) and what information should be input into the Budget for the sample school.

Complete the online Fiscal Management Training quiz available on the ["New Private School" Registration Information webpage](#). Upload the completed Budget for the sample school (Holy Love) in the online quiz. *Please note that the Holy Love Budget you load into the quiz will have Errors in the Error Report and will not meet all of the Choice program new school requirements. You do not need to try to resolve the errors or remove the financial related issues in Holy Love's budget unless the training specifically indicates you should enter information/amounts in the example budget and cash flow report.

6. Anticipated Budget and Cash Flow Report:

The Budget and Cash Flow report (Budget) meets all of the completeness requirements described in Section III of the report's cover page.

The Choice administrator must upload the Excel version of the 2024-25 Budget & Cash Flow Report and all required attachments to Kiteworks, which is a secure web based platform. The Budget & Cash Flow Report uploaded to Kiteworks must be completed with the information for the legal entity of the school. The Budget & Cash Flow Report and Kiteworks

Instructions are available on the [“New Private School” Registration Information webpage](#). The Kiteworks Instructions explain how to create a Kiteworks account and upload the Budget & Cash Flow Report and required attachments. Individuals that complete the Fiscal Management Training Quiz and identify themselves as the Choice Administrator for the school in the quiz will receive an email from sft@dpi.wi.gov with the folder in Kiteworks where the school’s Budget & Cash Flow Report and required attachments must be loaded.

7. Preaccreditation:

The Choice administrator has read the [Accreditation Bulletin](#) and has contacted one of the preaccrediting entities for information on the preaccreditation process to ensure that the school is preaccredited by **December 15, 2023**.

By December 15, 2023, the school has either:

- a) Emailed the preaccreditation letter to privateschoolchoice@dpi.wi.gov or
 - b) Obtained a copy of the email sent to privateschoolchoice@dpi.wi.gov with the preaccreditation letter that was sent by the preaccrediting entity.
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Please complete this checklist as you complete each of the requirements for the PSCP. Requirements are due to the DPI by August 1, 2023 unless otherwise noted.

*The deadline established in the law for completing the Fiscal Management Training is August 1, 2023. However, completion of the training is required for the Choice Administrator to obtain access to the school’s Kiteworks folder, which is required for submission of the Budget, and to understand completion of the Budget due by August 1, 2023. As a result, the Fiscal Management Training should be completed by the Choice Administrator by July 12, 2023. Failure of the Choice Administrator to complete the training by July 12, 2023, may impact the school’s ability to timely receive a Kiteworks folder and submit the Budget & Cash Flow Report and related attachments by August 1, 2023.